

California Department of Health Services

Request for Proposal



Medi-Cal Other Health Coverage Identification and Recovery Project

December 24, 2003



DEPARTMENT OF HEALTH SERVICES
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December 24, 2002

Dear Interested Party:

Notice to Prospective Proposers

You are invited to review and respond to this Request for Proposal (RFP) entitled, "Medi-Cal Other Health Coverage Identification and Recovery Project" for RFP Number 02-26025. In submitting your proposal, you must comply with the instructions found herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site: www.dgs.ca.gov/contracts. If you do not have Internet access, a hard copy can be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information appearing in the advertisement placed in the California State Contracts Register and the information herein, the information in this notice and in the RFP shall take precedence.

I. Proposal Submission Deadline

Regardless of postmark or method of delivery, the Department of Health Services' (DHS) Office of Medi-Cal Procurement must receive proposal packages no later than **4:00 p.m.** on **February 21, 2003**. Refer to the attached RFP for detailed submission requirements.

II. "Mandatory" non-binding Letter of Intent

In this procurement, prospective Proposers are required to submit a non-binding mandatory Letter of Intent. See the RFP for detailed Letter of Intent submission instructions.

III. Disabled Veteran Business Enterprise (DVBE) participation requirements

California Law requires Disabled Veteran Business Enterprise (DVBE) participation and/or performance of a good faith effort (GFE) to meet these requirements. DHS policies require DVBE participation on all contracts exceeding \$10,000. You may need four weeks or more to complete this process; therefore, you should begin this process promptly. Out-of-state firms must comply with California's DVBE participation requirements.

IV. Funding

Any requirement of performance by the State and the Contractor for the period of the contract subsequent to May 31, 2003, shall be dependent upon the availability of future appropriations by the Legislature for the purposes of this contract. If funds become available for purposes of this contract from future appropriations by the Legislature, the maximum amount payable under this contract for the remaining fiscal years of this contract shall not exceed the original cost proposal fixed percentage rate.



Request for Proposal 02-26025

**MEDI-CAL OTHER HEALTH COVERAGE
IDENTIFICATION AND RECOVERY PROJECT**

California Department of Health Services
Office of Medi-Cal Procurement
600 North Tenth Street, Room 240C
Sacramento, CA 95814
P.O. Box 942732
Sacramento, CA 94234-7320

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Q. Required Attachments

Attachment #	Attachment Name
Attachment 1	Proposal Cover Page
Attachment 2	Required Attachment/Certification Checklist
Attachment 3	Proposer Information Sheet
Attachment 4	Proposer References
Attachment 5	RFP Clause Certification
Attachment 6	CCC 201 - Certification
Attachment 7	Payee Data Record
Attachment 8	DVBE Instructions/Forms with Attachment 9a, Actual DVBE Participation and Attachment 9b, Good Faith Effort
Attachment 9	Target Area Contract Preference Request
Attachment 10	Enterprise Zone Act (EZA Preference Request)
Attachment 11	Cost Proposal Form
Attachment 12	Proposal Response Guide
Attachment 13	Conflict of Interest Compliance Certificate
Attachment 14	"Mandatory" Letter of Intent

R. Sample Contract Forms / Exhibits

Exhibit #	Exhibit Name
Exhibit A1	Standard Agreement
Exhibit A	Scope of Work
Exhibit B	Payment Provisions and Budget Detail
Exhibit C	General Terms and Conditions (GTC 201). View or download at this Internet site: www.dgs.ca.gov/contracts .
Exhibit D(F)	Special Terms and Conditions
Exhibit E	Additional Terms and Conditions
Exhibit F	Contractor's Release
Exhibit G	Attestation of Understanding/Agreement Form
Exhibit H	Glossary of Terms

S. Program Appendices

Appendix #	Appendix Name
Appendix 1	Driving Instructions to the Office of Medi-Cal Procurement
Appendix 2	Record Layout for File Matches
Appendix 3	Driving Instructions to the Bidder's Conference at the Department of Social Services Auditorium